

# Coach Notebook

## Client Information

Name:

Contact Details:

Coaching Goals

Background and Notes

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## Session Planning

Session Date:

Time:

Agenda

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## Coaching Goals

Specific Goals

Measurable Objectives

Achievable Targets

Relevant Focus

Time-bound Milestones:

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### **Session Summaries**

Key Insights

Action Items

Follow-up Tasks

Client Progress

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### **Coaching Techniques and Resources:**

Coaching Tools

Models and Exercises

External Resources

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### **Reflection and Evaluation**

Self-Reflection Notes

Client Feedback

Areas for Improvement

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### **Personal Development Goals**

Coach's Growth Objectives

Milestones Achieved

**Additional Notes**

Miscellaneous Remarks

Client Preferences

Relevant Information